

TOWN OF STONINGTON  
OFFICE ASSISTANT 2 – PLANNING AND LAND USE DEPARTMENT

Full Time – 35 hrs/week. Non-exempt, union position. Salary \$19.87/hour w/benefits. High school graduate including courses in business and computers and three (3) years relevant experience including experience with computerized accounting systems is required.

Skilled in the use of a computer with proficiency using Microsoft Office tools (Word, Excel, Outlook) is required. Knowledge of database applications is preferred. Knowledge of laws, regulations and technical terminology pertaining to Planning and Zoning or the ability to learn these laws, regulations and technical terminology is required. Ability to courteously and professionally communicate both orally and in writing with the public, Town officials, office staff and other departments/agencies is required.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Answers information requests for maps and general assistance as well as handling service complaints from the public
- Provides an office of record and point of contact for the public to communicate with and obtain information from and about the various planning/land use commissions
- Accepts, processes and distributes applications and collects/records service fees
- Prepares and distributes agendas, notices of decisions, legal notices, permits and letters of approval for regulatory land use boards and commissions
- Ability to maintain accurate records and prepare general reports while exercising discretion in the handling of confidential information
- Ability to follow oral and written instructions
- Willingness to broaden knowledge in the planning and land use area

Background and credit check will be performed. **The Town of Stonington may conduct a urinalysis drug test as part of the application process if required. The urinalysis drug test will be performed using a reliable methodology. The results of any such test shall be confidential and shall not be disclosed by the employer or its employees to any person other than any such employee to whom such disclosure is necessary; the results shall be maintained along with other employee medical records.**

Applications are now being accepted in the Administrative Services Department, Stonington Town Hall, 152 Elm Street, Stonington, CT 06378 and must be received by 3:30 pm on **FRIDAY, FEBRUARY 19, 2016. E-MAIL OR FAX RESUMES WILL NOT BE ACCEPTED.** The Town of Stonington is an EOE.